



MOPAC

MAYOR OF LONDON
OFFICE FOR POLICING AND CRIME

PROPOSED SCHEDULE OF FEES AND CHARGES 2024/25

MOPAC Investment Advisory Monitoring 6 March 2024

Report by Faizi Ainsworth, Income Manager, on behalf of Annabel Scholes, Interim Chief Finance Officer

Part 1 – This section of the report will be published by MOPAC. It is classified as OFFICIAL – PUBLIC

EXECUTIVE SUMMARY

This report presents the proposed Metropolitan Police Service (MPS) Schedule of Fees and Charges for approval by the Deputy Mayor for Policing and Crime (DMPC). The report details the results of a review of rates at the end of 2023/24 to reflect current price increases and sets out information on the recommended MPS fees and charges and Special Police Service rates for 2024/25.

It is important to note that some fees and charges are determined by statute or legislation and backed up by recommended charging guidelines published by National Police Chiefs' Council (NPCC).

In accordance with Paragraph 9.5 of the MOPAC Financial Regulations the Schedule of Fees and Charges requires approval of DMPC prior to publication.

Recommendations

The Deputy Mayor for Policing and Crime, via the Investment Advisory Monitoring (IAM) meeting, is asked to:

- 1. Approve the attached Schedule of Fees and Charges levied pursuant to Section 15 of the Police Reform and Social Responsibility Act 2011 (Supply of Goods and Services) by set percentages to reflect the average CPI inflation uplift. Appendix 1 – Table 1 refers. The exception being those which are set by either (a) statute/legislation or (b) at a rate recommended by NPCC.**
- 2. Approve the revised charges for Special Police Services under Section 25 of the Police Act 1996, which are based on full cost recovery, and recalculated to reflect the current cost of policing broadly in line with NPCC guidance. This includes increases to pay due to annual pay awards and ERNIC Appendix 2 - Tables 2A - F refer.**
- 3. Approve the implementation of any revised rates set or advised by other agencies, or determined by statute or legislation on or before 31 March 2024.**

Time sensitivity

A decision is required from the Deputy Mayor by 31 March 2024 in order that the new rates may be received through the publication of a revised Schedule of Fees and Charges which take effect from 1 April 2024.

Non-confidential facts and advice to the Deputy Mayor for Policing and Crime

The entire content of this report is considered to be non-confidential and is therefore open for public release.

Introduction and background

1. The aim of this report is for Deputy Mayor for Policing and Crime (DMPC) to agree the Schedule of Fees and Charges for 2024/25. The income from the fees and charges is recovered under the provisions of existing legislation, as outlined below, and can be classified under a number of specific categories, namely:
 - MPS calculated fees and charges which generally will be increased by either a set percentage or in the case of Special Policing Services (SPS) increased by pay and other inflationary costs;
 - Fees and charges where the rates are either set or advised by other Agencies including: Legal Aid Agency and National Police Chiefs' Council (NPCC); and,
 - Fees and charges that are determined by statute or legislation.

The paper is therefore presented under the above three categories.

2. Section 15 of the Police Reform and Social Responsibility Act 2011 (the 2011 Act) provides the Mayor's Office for Policing and Crime (MOPAC) with the legislative powers to charge for the supply of goods and services to a third party and make a charge to recover the full cost of providing those goods and services. These charges should be appropriate, which may include beyond cost recovery having taken all circumstances into account.
3. Section 25 of the Police Act 1996, as amended by Schedule 16, paragraph 24 of the 2011 Act, (Provision of Special Services) with reference to MOPAC, allows Forces to charge for Special Police Services which they may provide in respect of the provision of police officers and staff at the request of a third party.
4. There are a number of fees and charges that are set within statute or legislation. This includes items such as the removal, storage and disposal of vehicles, firearms certificates and pedlar certificates.
5. The review has been limited to fees and charges that are levied upon the public and other bodies based on rates that are normally reviewed and updated on an annual basis. The Schedule of Fees and Charges was last reviewed in 2023/24. The recent review does not cover contractual arrangements negotiated by the MPS, on behalf of MOPAC, on an individual basis. For example, the special arrangements regarding the PartnershipPlus Scheme with local authorities, as allowed by Section 92 of the Police Act 1996 or the specific agreements with Transport for London, the airports or the Palace of Westminster. As part of the financial strategy to optimise sources of income, the MPS will continue to review the options concerning charging for MPS services wherever feasible.

Review of Charges for 2024/25 - Methodology

6. Revisions to the different categories of fees and charges are mostly based on increases by either set percentages to reflect average pay costs movements over the period or, where appropriate, the 12 month average CPI¹ rate (as at October 2023). The review for 2024/25 therefore takes account of the base rates from 2023/24 and the approved salary cost uplift for 2023/24, the estimated increases for 2024/25 (part year effect), and an inflation factor.
7. The revised charges will therefore be based on the rates for 2023/24 increased by set percentages to reflect the average pay costs uplift in 2023/24, plus the estimated inflation increase for 2024/25. In particular, the MPS approach is for the uplift to the base cost to reflect the increase in pay awards or inflation, whichever is the more appropriate
8. The methodology set out in paragraph 7 above for reviewing fees and charges is entirely consistent with previous years. It should be noted that the NPCC recommendation for CPI increases has been approved and subsequently the current 12 month average CPI (as at October 2023) rate of 4.6% has been applied where appropriate. It is proposed to continue using this basis of CPI average rate for all future years' inflation.

MPS Calculated Fees and Charges

Intellectual Property

9. The MPS has worked closely with NPCC to bring national guidance in line with activities undertaken by the MPS. Nationally agreed guidance and rates have now been produced by NPCC based on MPS processes and rates. After introducing revised rates at the MPS in 2023/24 our experience has shown that the MPS rates in relation to name checks and technical interviews need to be amended to demonstrate full cost recovery.

Charges for Special Police Services (SPS)

10. Section 25 provides the legal power to charge for SPS. MPS charges are reflective of NPCC National Policing Guidelines in that they are based upon full cost recovery, where appropriate, but recognise that it is not permissible to make a profit within the confines of the legislation.
11. The MPS provides policing services on private premises, such as sporting stadia and shopping centres and also in the provision of assistance for activities including film making, community and charitable events and traffic surveys. All of these policing services fall within the remit of SPS.
12. NPCC guidance clearly specifies when different rates of charges for SPS should be applied:
 - For commercial events such as football matches and other sporting events, SPS charges are made at full economic cost recovery including pay costs, overtime premiums and overheads, in line with NPCC guidance. These events are undertaken on an ad hoc basis using existing police resources;

¹ The CPI is a more accurate measure of inflation than RPI as it "better reflects changes in consumer spending patterns relative to changes in the price of goods and services" (Office for National Statistics)

- For SPS arrangements where organisations such as shopping centres, schools, universities, etc., enter into Agreements to pay for dedicated additionality, income recovery is made at full cost recovery for actual costs incurred;
- For charitable, community events or non-commercial events such as local authority community events, religious parades and wholly charitable events the MPS may consider an abatement of charges when policing requirements are small and are often covered by existing local policing. The trust and confidence of local communities are fundamental to the success of modern policing in terms of neighbourhood policing and building relationships with local communities. However, for those events where substantial policing is required the MPS may charge a reduced rate covering the direct staffing costs only for policing the event; and,
- For Statutory events, such as Remembrance Day parades, Jubilee or constitutional events, police attendance is often part of the normal police annual duties and not chargeable.

13. During 2023/24 the MPS has worked closely with NPCC to continue to review and revise the methodology for calculating SPS charges to ensure that the NPCC methodology is being applied consistently across all forces. A national charge has been agreed for Constable to Superintendent ranks for all forces (with variations to account for regional allowances where appropriate). Charges for other ranks have been calculated using the NPCC model. This national review has highlighted that in order to make full economic cost recovery there needs to be an average 9.1% increase in SPS officer rates for the MPS in 2024/25. This 9.1% increase will only impact SPS services provided for those commercial events such as football matches where we make full economic cost recovery. SPS charges for non-sporting events are set internally and will be increasing by 8.9%.
14. The SPS charges include daily rates and hourly rates for police ranks up to and including Assistant Commissioner. A general administrative overhead charge of 31% is also applied in accordance with NPCC agreed guidance which states that all charging should be based upon full cost recovery. See Appendix 2 – Tables 2A–2F.
15. In compliance with relevant legislation and applicable case law, the MPS will only charge the London Football Clubs SPS for the policing provided on land owned, leased or controlled by the Club. This involves the deployment inside the ground and Club properties outside, such as concourses; but in keeping with the Ipswich ruling, excludes any areas under the temporary control of the Club as a result of the application for a traffic management order.

Fees and Charges where the Rates are set or advised by other Agencies

16. Depending on the Agency, the individual fee and charge to be levied can relate to either a set rate or an agreed calculation methodology.

Charges for Disclosures for Family Proceedings in Civil Cases

17. Under Common Law Police Disclosure, forces have an obligation to disclose certain information. Initial disclosure is without charge and sufficient information will always be provided to conduct an adequate risk assessment (i.e. risk posed to children, vulnerable adults, national security and probity and administration of justice). The MPS will always release requested documents to a multi-agency case conference, a Responsible Authority (such as Local Authority, Health Authority, Fire and Rescue Authority, Primary Care Trust, NHS Trust, Probation Committees and Registered Social Landlord) or upon receipt of a court order at no charge.
18. Occasionally, the regulatory or governing body or a privately instructed solicitor will request further supporting information to aid their own internal investigations and NPCC have agreed that there should be a charge in respect of this additional information. This fee (see 'Information Disclosure' set out in Schedule 1 – Table 1) may be levied even when information cannot be supplied in order to cover costs incurred for research and enquiries.
19. The MPS is keen to minimise the financial impact on potentially vulnerable users of the disclosures process. To this end we are proposing to only increase our charges in line with NPCC recommended minimum charging rates. We also recognise that in the current economic climate we do not wish put any vulnerable person at risk. An Equalities Impact Assessment was undertaken in 2022/23 to ensure the risk is minimised and processes are in place to ensure that charges can be waived when necessary. The MPS charges for 2024/25 will be the same as NPCC minimum recommended charges for all activities.
20. The MPS is introducing a system of advance payment for family disclosures in early 2024. This should ensure that existing administrative processes are streamlined and that the MPS maximises income recovery with efficient processes. In addition, during 2024/25 the MPS will be seeking MOPAC approval to replace the existing system of charging with a bundled package of charges for different levels of disclosure request.

Third party cell accommodation

21. The MPS has worked with NPCC to establish national rates with regional variations to account for regional location allowances, for the charges applied to both His Majesty's Prison and Probation Service (HMPPS) and Home Office Immigration and Enforcement (HOIE) for the use of placing their detainees in police custody.
22. There have been no other changes since last year to any of the Fees and Charges that are set by other Agencies. However, the MPS is continuing to work closely with NPCC who are undertaking national reviews of charges and charging methodology to ensure that any changes in rates and methodology in calculating charges are reflective of MPS processes.
23. If a rate changes prior to 31 March 2024, it is recommended that MOPAC agree that the revised charge can be implemented with effect from 1 April 2024.

Fees and Charges that are determined by Statute or Legislation

24. In relation to Firearms Licensing fees, NPCC are currently leading on a collaborative review with the Home Office, Warwickshire Constabulary and Thames Valley Police to evaluate data sets and make recommendations to create charges which represent full cost recovery. The MPS has been available to support this work when required. This review is complete but the recommendations are awaiting ministerial approval.
25. There has been an increase in statutory charges for the removal, storage and disposal of vehicles under road traffic law. The police are empowered to charge the vehicle owner for removal, storage and in some circumstances disposal or destruction. The review was undertaken to ensure that the charges remain fair both to those carrying out the recoveries and to those whose vehicles are being recovered. The review took account of increased costs applied to this type of work and changes to the operational environment. There has been an increase of 28% to charges prescribed by the regulations from April 2023 and remains unchanged for April 2024.
26. There have been no other changes since last year to any of the Fees and Charges that are set by statute or legislation.
27. If a rate changes prior to 31 March 2024, it is recommended that MOPAC agree that the revised charge can be implemented with effect from 1 April 2024.

Contributes to the MOPAC Police & Crime Plan 2022-2025² and New Met for London Plan

28. Whilst many of the activities contained within the Schedule of Fees and Charges are statutory requirements, optimising the income available to the MPS ensures that existing funding is not diverted away from activities that could directly support the Police and Crime Plan and New Met for London plan.

Financial and Commercial Comments

The estimated income from fees and charges for 2023/24 is £17.25m. The forecast income generated from fees and charges for 2024/25 for the items that are not set by statute or legislation is estimated to be 4.6% higher than last year for Section 15 fees and charges; between 8.9% and 9.1% higher for SPS from commercial arrangements; and 2% higher for some fees set by the MPS, an increase of £0.6m. There have been no changes to fees and charges where rates have been advised by other agencies and those determined by statute or legislation (income from road traffic charge increases is reflected in the 2023/24 outturn). It has been assumed that demand for services will remain consistent between years in calculating estimated income for budget estimate comparison.

Table 1 – Fees and Charges Budgets

Fees and charges area	Estimated income 2023/24 £m	Estimated budget 2024/25 £m
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² [London's Police and Crime Plan 2022-25 | London City Hall](#)

Copies – Evidence & Actions Book, Collision Accident Report Book, Interview Receipts	1.63	1.71
Charges for Special Police Services	5.25	5.72
Charges for Detention of prisoners in MPS Cell Accommodation	0.42	0.42
Defence Examinations in Criminal Matters	0.04	0.04
MoU between NPCC & Lloyd's Market Association and Association of British Insurers	0.12	0.12
Intruder Alarm Income	0.40	0.42
Fingerprints	0.20	0.21
Information Disclosure	0.15	0.16
Firearms/Shotgun Certificates	0.24	0.24
Seconded Officers	0.40	0.41
Vehicle Seizure, Removal and Storage	8.38	8.38
Intellectual Property	0.02	0.02
TOTAL	17.25	17.85

29. VAT will be accounted for at the appropriate rate according to the tax point date and in line with the HM Revenue and Customs guidance on the VAT treatment of charges made by the police (VAT: Government and Public Bodies).

Legal Comments

30. MOPAC has the legal power to charge third parties for goods and services under section 15 of the Police Reform and Social Responsibility Act 2011 and to charge for the provision of special police services under section 25 of the Police Act 1996.

31. The legislation referred to above does not specify how the charges should be calculated but the case law and NPCC guidance referred to in this report allows the MOPAC to increase its charges to reflect its increased costs caused by inflation.

32. Section 25 provides the legal power to charge for SPS. MPS charges are reflective of NPCC National Policing Guidelines in that they are based upon full cost recovery but recognise that it is not permissible to make a profit within the confines of the legislation.

33. On this basis, the recommendations can be lawfully approved.

Equality Comments

34. Equality in fees and charges were last reviewed during 2022/23 in conjunction with the Inclusion Team for expert advice; DLS and CSUs were involved to establish a process whereby no protected characteristic group or vulnerable person will be put at risk due to an inability to pay for a disclosure. Due regard has been taken to ensure compliance with the Equality Act's Public Sector Equality Duty. Real consideration has been taken to assess Equality impact caused by the proposed business changes. As a result, no positive or negative impact has been identified to any individual and/or group safeguarded by a

protected characteristic including those who would fall under the 'vulnerable' category and for those who do not. There has been no new fees and charges set since the review nor changes in setting of fees, therefore, the EIA remains applicable.

35. Under the current system of charging, it has been established that no protected characteristic or vulnerable group or individual has reported an inability to access required documents or information. It is not expected that any issues will be experienced as a result of either the continuation of the existing methodology or charging regime for 2024/25. The MPS is not aware of any cases in which victims or their families have ever sought to access documentation.
36. In line with the MPS Communication Strategy and with the agreement of the Deputy Mayor of Policing and Crime, the fees and charges are now available electronically via the MPS Website. Finance and Commercial Services have taken steps to ensure that the information on fees and charges, including the location on the MPS Website is made available to members of staff who would be the normal first point of contact with the public. This group of staff, employed at front counters and first contact staff on the MPS Switchboard, are provided with guidance on subject matters where they will deal with queries from the public. This ensures that these fees and charges can be communicated to members of the public who may not have access to the internet. The schedule of fees and charges and the schedules location on the MPS Website at <https://www.met.police.uk/cy-GB/SysSiteAssets/media/downloads/force-content/met/advice/met-general-fees-charges-2023-24.pdf> is included in this guidance. This allows said staff to advise the public on specific fees or direct them to the site as appropriate.
37. The outcome of this report does not negatively impact the delivery of the London Anchor Institutions' Charter³.

Privacy Comments

38. There are no privacy issues relating to the content of this paper.

The MPS is subject to the requirements and conditions placed on it as a 'State' body to comply with the European Convention of Human Rights and the Data Protection Act (DPA) 2018. Both legislative requirements place an obligation on the MPS to process personal data fairly and lawfully in order to safeguard the rights and freedoms of individuals.

Under Article 35 of the General Data Protection Regulation (GDPR) and Section 57 of the DPA 2018, Data Protection Impact Assessments (DPIA) become mandatory for organisations with technologies and processes that are likely to result in a high risk to the rights of the data subjects.

The Information Assurance and Information Rights units within MPS will be consulted at all stages to ensure the schedule of charges meets its compliance requirements.

³ <https://www.london.gov.uk/coronavirus/londons-recovery-coronavirus-crisis/anchor-institutions-charter>

The Schedule of charges does not use personally identifiable data of members of the public, so there are no GDPR issues to be considered.

Real Estate Implications

39. There are no real estate costs incurred by the recommendations within this report and contribution to existing real estate costs are included as appropriate.

Environmental Implications

40. The contents of this report does not raise any environmental issues or contribute to delivering the Mayor's London Environment Strategy.

Background/supporting papers

41. There are no supporting or background papers.

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General Fees and Charges 2024/25



Freedom of Information Act Publication Scheme	
Protective Marking	Not Protectively Marked
Publication Scheme Y/N	Yes
Title	MPS General Fees and Charges 2024/25
Version 1	
Summary	This document provides information classified under a number of specific categories. They are: MPS calculated fees and charges; Fees as advised by other Agencies; Fees and charges as detailed within statute or legislation
(B)OCU or Unit, Directorate	Finance Services
Author	Faizi Ainsworth
Review Date	April 2025
Date Issued	April 2024

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt MUST be issued.

General Fees and Charges 2024/25

Item	Detail	Amount	Conditions
Accident reports			
Copy of Collision Report	Incident and Collision Report Books	£202.90	Up to 30 pages of a single EAB, CRB & Collision Report.
Copy of Accident Report - Additional Pages	Report in excess of 30 pages per incident	£5.70	Per A4 sheet: Maximum of 2 additional pages from the same single EAB, CRB or Collision Report above 30 pages on each A4 sheet.
Copy of Self Reporting/minor accident form	Provision of copy of self-reporting/minor accident report	£48.00	Per report. Cost of providing copies to third parties, other than the person who completes the form.
Technical report	Forensic Collision Investigator – Technical report	£529.00	Per report. Cost of providing copies to third parties, other than the person who completes the form.
Reconstruction video	Forensic Collision Investigator – Reconstruction video	£105.50	
Rough data	Copy of rough data per page	£35.50	Cost per page.
Plan	Copy of Plan (other than in Collision report)	£53.00	Per plan.
Forensic Collision Investigator/ Forensic Vehicle Examiner - Vehicle Examination Report (unless provided as full extract)	Vehicle Examination Report (unless provided as full extract)	£87.90	
Information/record search		£30.40	
Forensic Collision Investigator – ad hoc requested services		Per hour +£65.60	

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General Fees and Charges 2024/25

Item	Detail	Amount	Conditions
Specialist Report – (CCTV/Tachograph/Vehicle download) if separate		£92.10	
External Expert Report – Requested by force		£82.10	
External Expert Report – Requested by external party		Cost +£82.10	
Copies of Photographs			
From Digital camera (per disc)		£36.30	
From digital camera contact sheet (digital)		£36.30	
Curated photo sets (per 10 digital photos or part thereof)		£71.60	
Video footage	Police (handheld, drone, vehicle mounted or body worn video). Per hour rate for reviewing and redaction.	Per hour +£36.30	
3D Virtual World - Simulations / Fly Throughs – Already prepared		£35.70	
3D Virtual World - Simulations / Fly Throughs – Requested		Per hour +£35.70	

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General Fees and Charges 2024/25

Item	Detail	Amount	Conditions
Dashcam, drone or CCTV footage – Public/Private		£36.30	
Digital Data			
Laser scan data – Raw		£75.20	
Laser scan data – Registered/Point cloud		£75.20	
Skid test and Survey data – Raw		£31.70	
Skid test and Survey Data - Registered		£31.70	
Video recording aligned to digital mapping/survey data		£75.20	
Vehicle digital data download - IDR/Blackbox/tachograph/Infotainment (per item)		£75.20	
Copies of Statements – other than in booklets			
Copy of Statement (Up to 3 pages)	Statement (including typed).	£52.60	The charge is limited to a maximum of 3 pages per statement.
Copy of additional pages (per page)		£5.80	

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General Fees and Charges 2024/25

Item	Detail	Amount	Conditions
Witness Statements	Copy of existing witness statement (witness does agree to disclosure of personal details)	£55.85	Per statement.
Witness Statements	Copy of witness statement (witness does not to disclosure of personal details)	£74.70	Per statement.
Audio Tapes	Audio Tapes	£105.80	Cost per tape.
	Provision for CJS	£57.00	
Video Tapes & DVDs	Video tapes and DVDs	£105.50	Cost per video tape and DVD. This includes copy documentation and details from CCTV footage in Custody Suites and Identification Parades.
CDs/DVDs	CDs/DVDs	£34.00	
Searches			
Limited Particulars	Search for Limited Particulars (Road Traffic Act details)	£48.00	Per Form 517 (Particulars of Accident as recorded by Police).
Cancellation Charges			
Prior to Search	Cancelled prior to search commencing	No charge	Refund any fee paid.
Prior to Dispatch	If search is made prior to cancellation	£48.00	Per item searched for. This represents the cost of searching for and copying the document prior to cancellation of the request.

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General Fees and Charges 2024/25

Item	Detail	Amount	Conditions
Documents Copied	If search is made and documents ready for dispatch	Full Fee	Full Fee as all costs have been incurred.
Charges for Civil Cases			
Statements	Request for a statement to be written by a Police Officer.	£207.80	Per statement.
Interview	Interview with member of the Metropolitan Police Service in a Civil Case	£207.80	Per interview.
Witness Allowance	Attendance at court in Civil Actions (Less than 4 hours)	£52.00	Per police officer/police staff, per day. Reasonable travel expenses up to 70 miles from court to be added for police staff. Reasonable travel expenses in excess of 70 miles to be added for both police officers and police staff.
Witness Allowance	Attendance at court in Civil Actions (More than 4 hours)	£103.80	Per police officer/police staff, per day. Reasonable travel expenses up to 70 miles from court to be added for police staff. Reasonable travel expenses in excess of 70 miles to be added for both police officers and police staff.
Alarms			
Registration	Registration by Central alarms	£66.72	Per alarm (includes VAT).
Subject Access (Data protection)			
Search	Data protection / criminal record search	No longer charged	

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General Fees and Charges 2024/25

Item	Detail	Amount	Conditions
National Guidance on Data Sharing for NPCC in respect of Association of British Insurers (ABI)			
Appendix D (a)	Supply of information (crime / lost property reference number, date & time offence reported, reporting person) where there is a specific reason to check a claim	£158.90	Per request form (Appendix D [a]) submitted by Insurance Companies [who belong to Association of British Insurers] / Loss Adjusters [acting on their behalf]. VAT inclusive.
Appendix E	Request for information held by police where there is evidence to suspect a fraudulent insurance claim (Schedule 2) (Guidance App E)	No charge	
Para 4.5	Interview with a Police Officer (per officer)	£177.70	In respect of each interview with a Police Officer as specified under Paragraph 4.5 of the NPCC guidelines. Charge per Officer per interview.

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General Fees and Charges 2024/25

Item	Detail	Amount	Conditions
Requests for Disclosure of Information for intended or ongoing Family Proceedings			
Request for Information	Request for disclosure of information from a regulatory or governing body in public law matters.	£0	<p>Under the Common Law Police Disclosure Scheme, forces have an obligation to disclose certain information. Initial disclosure to regulatory or governing bodies is without charge and sufficient detail will be provided in the first instance to allow the regulatory or governing body concerned to conduct an adequate risk assessment in terms of the risk that may be posed to children, vulnerable adults, national security and probity and administration of justice.</p> <p>If an emergency disclosure was required by a regulatory body OR authority due to immediate risk to children or vulnerable adults, this would be performed urgently at no cost in total.</p>
Request for Information	Request for disclosure of additional information from a regulatory or governing body in public law matters - initial 2 hours work.	£111.70	The regulatory or governing body may request additional copies of the disclosure made or information which has not been generated as part of the criminal matter, and this will be subject to a charge.
Request for Information	Request for disclosure of additional information from a regulatory or governing body in public law matters – charge for each subsequent hour's work after the initial 2 hour period.	£37.50	The regulatory or governing body may request additional copies of the disclosure made or information which has not been generated as part of the criminal matter, and this will be subject to a charge. The majority of these requests will take no more than 2 hours to complete. Any requests that take longer than 2 hours for retrieval of information will incur further costs at the hourly rate shown.

All prices are correct at the time of publication and are effective until further notice. All services are provided at the discretion of the Mayor's Office for Policing and Crime. On every occasion a payment for general fees and charges is received, a receipt **MUST** be issued.

General Fees and Charges 2024/25

Item	Detail	Amount	Conditions
Request for Information	Request for disclosure of information from solicitors or litigants in private law matters – initial 2 hours work	£111.70	Solicitors or litigants may make requests for information to be disclosed in relation to private law matters. This charge will be made for retrieval of information.
Request for Information	Request for disclosure of information from solicitors or litigants in private law matters – charge for each subsequent hour's work after the initial 2 hour period.	£37.50	The majority of these requests will take no more than 2 hours to complete. Any requests that take longer than 2 hours for retrieval of information will incur further costs at the hourly rate shown.
Request for Information	Request for disclosure of information from solicitors or litigants where the costs are to be split	£70.00	In cases where the costs are to be split the first invoice will not incur a charge however every additional invoice will be charged at the rate shown. This is to cover the cost incurred by the MPS when raising multiple invoices.
Witness Allowance	Witness Allowance (less than 4 hours)	£52.00	For attendance at family court, per police officer / police staff, per day. Reasonable travel expenses up to 70 miles from court to be added for police staff. Reasonable travel expenses in excess of 70 miles to be added for both police officers and police staff.
Witness Allowance	Witness Allowance (more than 4 hours.)	£103.80	For attendance at family court, per police officer / police staff, per day. Reasonable travel expenses up to 70 miles from court to be added for police staff. Reasonable travel expenses in excess of 70 miles to be added for both police officers and police staff.
Cancellation Charges			
Prior to Search	Cancelled prior to search commencing	No Charge	No charge will be applied.

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General Fees and Charges 2024/25

Item	Detail	Amount	Conditions
Prior to Dispatch	If search is made prior to cancellation	£111.70	Charge is calculated based on the rate used for the initial 2 hours work.
Documents Processed	If search is made and documents ready for dispatch	Full Fee	Full Fee as all costs have been incurred.
Other Common Items			
Supply of Domestic Violence Report	Request for disclosure of information from regulatory or governing body	£67.30	Per document
Supply of Crime Report	Request for disclosure of information from regulatory or governing body	£112.00	Per document
Supply of MG5 Report	Request for disclosure of information from regulatory or governing body	£44.70	Per document
Supply of MG3 Report	Request for disclosure of information from regulatory or governing body	£44.70	Per document
Supply of Incident Log	Request for disclosure of information from regulatory or governing body	£45.50	Per document
Supply of PNC Convictions Report	Request for disclosure of information from regulatory or governing body	£44.70	Per document
Supply of Caution Certificate	Request for disclosure of information from regulatory or governing body	£29.20	Per document

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General Fees and Charges 2024/25

Item	Detail	Amount	Conditions
Supply of Occurrence Summary Report	Request for disclosure of information from regulatory or governing body	£22.60	Per document
Supply of Custody Record	Request for disclosure of information from regulatory or governing body	£22.50	Per document
Fingerprints			
Fingerprints	Fingerprinting of persons wishing to obtain visas and/or clearance certificates etc. - First set	£104.80 plus VAT for applicable countries	For visa application: applications for employment in a securities industry or overseas appointment; personal identification purposes etc.
Fingerprints	As above - each subsequent set	£52.50 plus VAT for applicable countries	
Payroll Administration			
All wage and salary related costs.	For paying salaries of non-Mayor's Office for Policing and Crime (MOPAC) personnel	Full Cost	Comprises Full Cost + ERNIC + Employers Pension Contributions.
Administration Fee		£22.50 plus VAT	Per person per month
Pedlars' Certificates (Variation of Fee) Order 1985			
Grant of Certificate	On grant of a pedlar's certificate	£12.25	Per certificate. Pedlars' Certificates (Variation of Fee) Order 1985.
Seconded Officers			
All wage and salary related costs.	Recovery of salary related costs for Officers and Staff seconded to external organisations.	Full Cost	Full Cost + ERNIC + Employer's Pension Contribution Rate (31% of Police Officer Basic Pay, London Weighting and Competency Related Threshold Payments). NB VAT must be added to the sum of Police Staff wage and salary costs and the Administration Charge.

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General Fees and Charges 2024/25

Item	Detail	Amount	Conditions
Administration Charge - Police Officer	Monthly charge	£306	Per Police Officer per month. Note: Where there is a simple secondment to another UK Police Force the Business Group Head has the flexibility to reduce the charge down to £50 per month.
Administration Charge - Police Staff	Monthly charge.	£306	Per Police Staff per month (plus VAT). Note: Where there is a simple secondment to another UK Police Force the Business Group Head has the flexibility to reduce the charge down to £50 per month (plus VAT).

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General Fees and Charges 2024/25

Item	Detail	Amount	Conditions
Defence Examination in Criminal Matters			
Supply of papers / exhibits / information / material to the Investigator or Prosecutor	Which the Prosecutor decides meets the tests for disclosure as unused material in the Criminal Procedure and Investigation Act 1996.	No Charge	The Fees below are in accordance with the Guidance on Forensic Science Charges in Criminal Matters published by the Legal Aid Agency and agreed with the Crown Prosecution Service
Provision of scientific case files, notes etc., (soft or hard copy)	Where there is no requirement for reporting scientist expert supervision	£250.00	Per pack
	Where reporting scientist expert supervision is required	£18.40-£72.00	Per hour of scientist expert supervision
Provision of specialist electronic data files (usually related to DNA samples and electropherograms etc)	Where reporting scientist expert supervision is required	£18.40-£72.00	Per hour of scientist expert supervision
Case file only reviews at prosecution laboratory premises	Including up to 30 minutes of reporting scientist time if needed	No Charge	Up to 30 minutes of reporting scientist time
	Additional reporting scientist time associated with case file only reviews	£18.40-£72.00	Per hour of reporting scientist time in excess of the first 30 minutes (for which there is no charge)
Use of laboratory facilities (non DNA clean)	Including basic consumables, PPE and supervision where needed	£60.00	Per hour
Use of laboratory facilities (DNA clean)	Including basic consumables, PPE, elimination/contamination sampling and supervision where needed	£72.00	Per hour

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General Fees and Charges 2024/25

Item	Detail	Amount	Conditions
Use of specialist laboratory facilities and equipment (such as firearms ranges, toxicology/drugs analysing, fire examination and DNA profiling)	Including basic consumables, PPE, elimination/contamination sampling and supervision where needed	£120.00	Per hour
Firearm Certificates – Effective from 6th April 2015			
Issue	On grant of a firearms certificate	£88.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Renewal	On renewal of a firearms certificate	£62.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Variation	Variation where number of weapons is Increased	£20.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Replacement	On replacement of lost or destroyed certificate	£4.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Table 1 or 2 full	Reissue because Table 1 or 2 full	No charge	As detailed in the Firearms (Variation of Fees) Order 2015.
Shotgun Certificates – New rates effective from 6 April 2015			
Issue	On grant of a shotgun certificate	£79.50	As detailed in the Firearms (Variation of Fees) Order 2015.
Renewal	On renewal of a shotgun certificate	£49.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Replacement	On replacement of a shotgun certificate	£4.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Museum (Firearms Amendment Act 1988)			
Issue	On grant of a museum licence	£200.00	As detailed in the Museum (Firearms Amendment Act 1988)
Renewal	On renewal of a museum licence	£200.00	As detailed in the Museum (Firearms Amendment Act 1988)

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Item	Detail	Amount	Conditions
Extension	On extension to additional premises	£75.00	As detailed in the Museum (Firearms Amendment Act 1988)
Firearms Dealers – New rates effective from 6 April 2015			
Issue	Certificate of Registration	£200.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Renewal	Renewal of certificate	£200.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Fairs & Exhibitions	In respect of game and table fairs and exhibitions	£13.00	As detailed in the Firearms (Variation of Fees) Order 2015.
Visitors Permit (Shotgun & Firearm) – New rates effective from 6 April 2015			
Issue Unit	On the grant of a visitors permit	£20.00	Per permit. As detailed in the Firearms (Variation of Fees) Order 2015.
Issue Group	On the grant of a group visitors permit (6 or more)	£100.00	Per permit. As detailed in the Firearms (Variation of Fees) Order 2015.
Coterminous Certificate (Shotgun & Firearm) – New rates effective from 6 April 2015			
Issued	Granted at the same time	£90.00	As detailed in the Firearms (Variation of Fees) order 2015
Renewed	Renewed at the same time	£65.00	As detailed in the Firearms (Variation of Fees) order 2015
Vehicle Removals (as per the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008) and HGV Re-Enabling			
Removal	Removal of vehicle in contravention of RTRA 1984, PRA 2002 or RTA 1988.	Various (as per 2008 regulation)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type, weight, condition and position at the time of removal.
Storage	Storage of vehicle per day in contravention of RTRA 1984, PRA 2002 or RTA 1988.	Various (as per 2008 regulation)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type and weight.
Disposal	Disposal of vehicle in contravention of RTRA 1984.	Various (as per 2008 regulation)	As detailed in the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 based upon a variable range of charges according to the vehicle's type and weight.

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Item	Detail	Amount	Conditions
HGV Re-Enabling	Re-enabling an immobilised HGV following a contravention	£80.00	As detailed in the Statutory Instrument 2009 No 493 (Road Traffic)
Freedom of Information Act 2000			
Prescribed Costs	Where processing of FOI request (e.g. locating, extracting, redacting) exceeds 18 hours. Cost is for labour per hour.	£25.00	Cost of determining whether the information is held, locating and retrieving it, extracting it from other information and redacting (removing) information that is exempt from release. Note: The MPS is NOT obliged to supply information where prescribed cost is estimated to be above £450.00. Consult the Digital Policing Information Rights Unit for further guidance in these cases.
Disbursement Costs	Additional cost (above £20.00) to provide information e.g. printing, photocopying or postage.	Full Cost	Additional cost incurred (above £20.00) such as printing, photocopying or postage.
Housing HOIE and HMPPS Detainees			
Housing HOIE detainees in MPS custody suites	First hour – Immigration only	£64.52	As per the National Framework Agreement between NPCC and HOIE
	First hour – crime and immigration		
	Additional hourly rate	£34.13	For each additional hour's detention subsequent to the first hour.
	Constant watch per hour	£59.75	Per hour in addition to hourly rate
Housing HMPPS detainees in MPS custody suites	First hour	£47.87	As per the National Framework Agreement between NPCC and HMPPS
	Additional hourly rate	£29.43	For each additional hour's detention subsequent to the first hour.
	Constant watch per hour	£59.75	Per hour in addition to hourly rate

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General Fees and Charges 2024/25

Intellectual Property Charges			
			Basic Price (excluding VAT)
Trademarks		Per trademark licence	£1,400
Copyright, Photographs, Books/Print		In respect of licensing use of MPS copyrighted photographs. Price per photograph/resource.	£65
Copyright, Photographs, Television		In respect of licensing use of MPS copyrighted photographs. Price per photograph/resource.	£120
Copyright – Videos (per each 15 seconds used)		Per each 15 seconds used	£120
Copyright – Logos and Crests		Per logo used	£1,400
Material supply – Photographic copies, posters or other graphics		Per resource used	£65
Technical Interviews	Standard	Variable based on rank + 20%	Hourly rate
	Technical, specialist or rate resources	Variable based on rank + 20%	
Name Checks		Per name checked	£11

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General Fees and Charges 2024/25

		Administration charge per 20 names (or part thereof) checked
		£40
Administrative Charges		
Administrative – Invoice request	Invoice request – where an invoice will not normally be prepared	£70.00

Glossary

CRB	Collision Report Book
EAB	Evidence and Actions Book
ERNIC	Earnings Related National Insurance Contributions
HOIE	Home Office Immigration Enforcement
HMPPS	Her Majesty's Prison and Probation Service
MOPAC	Mayor's Office for Policing and Crime
MPS	Metropolitan Police Service
NPCC	National Police Chiefs Council
PPE	Personal Protective Equipment
VAT	Value Added Tax

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